

CITY OF YORK – Department of Public Works

Department of Public Works * 101 S. George St., PO Box 509, York PA 17405 * 717-849-2245 **REGULATIONS FOR INSTALLATION OF STREET BANNERS**



PLEASE READ AND KEEP THIS FORM FOR YOUR INFORMATION.

A maximum number of three (3) locations can be reserved per event.

BANNERS may be displayed during the following time frame: April 1 – October 31, 2019

Banner permits will not be issued for banner display during the following months: Jan., Feb., Mar., Nov. & Dec.

- **Banner display at York City designated locations, is permitted for non-profit organizations ONLY.**

1. APPLICATION SUBMITTAL:

Applications for 2019 WILL BE ACCEPTED beginning on Monday, January 7, 2019 at 9:00 am on a first come-first served basis. The application must be submitted to the City of York, Department of Public Works, 101 South George Street, PO Box 509, York, PA 17405 no less than fifteen (15) business days prior to the first day of the requested display date. **Please allow ten (10) business days for review and approval.**

A sketch showing the banner text and dimensions must be included with the banner application. The application WILL NOT BE PROCESSED without the sketch and the application will be returned.

Notification of approval or denial will be sent to you via e-mail (if provided). If an email address is not provided, a copy of the approved application will be mailed. Please keep the approved application for your records.

The following locations can be reserved: Continental Square, George St. & Rathton Road, Market St. & Richland Ave. and Philadelphia St. & Carlisle Ave. *Please Note: If requesting the Philadelphia St. & Carlisle Ave. location, the banner will be visible only to traffic and pedestrians traveling west on Philadelphia St.* *Please Note: A requested location may not be available due to City sponsored events. The unavailable dates can be found on the City web site. (<http://yorkcity.org/banner-display-permit>)*

2. BANNER PERMIT FEES:

The application/permit fee is \$200.00 per requested location. If approved, an invoice will be sent. Payment MUST BE RECEIVED within ten (10) business days from receipt of the notification. If payment is not received within ten (10) business days, your banner display location will be canceled. Checks should be made payable to: City of York. The fee includes the installation and removal of the banner. A partial refund of \$150.00 will be returned on all refunds requested by the applicant. If the City would need to cancel your reservation, a full refund of \$200.00 will be issued. Please allow 30 days for processing. Please Note: The City cannot be responsible for the quality of the banner and for damage caused by the weather. Refunds will not be given due to banners being destroyed and removed due to the weather.

3. BANNER REGULATIONS:

Banner must be of mesh construction or cut-outs must be provided on cloth or canvas banners to allow passage of air. Banner manufacturer should be informed that the banner is for exterior use so that appropriate quality vinyl lettering is used. It is your choice to print a banner double sided.

Banner Size: 3' wide, 20' to 30' long

"D" Rings: Provided on all four (4) corners

Grommets: Spaced 4' apart along top of banner

Rope: Supplied by City of York (DO NOT BRING ROPE).



**CALL 717-845-9351 TO SCHEDULE A DATE & TIME TO DROP OFF THE BANNER.
DROP OFF & PICK-UP LOCATION: 1625 TORONITA STREET, YORK PA**

4. BANNER DELIVERY/ DISPLAY/PICK-UP:

Please CALL the Building Maintenance office (717-845-9351) TO SCHEDULE A DATE AND TIME TO DROP OFF THE BANNER. Banners must be delivered two to three (2-3) days prior to the scheduled display date. THE BANNER IS TO BE DELIVERED TO THE SANITARY SEWER MAINTENANCE BUILDING, 1625 TORONITA STREET, YORK, PA TO THE ATTENTION OF THE BUILDING MAINTENANCE/ELECTRICAL BUREAU SUPERINTENDENT. Bring your approved application with you. Banners delivered the day of the scheduled display date will be displayed the next business day. After the requested display period has ended, the banner can be picked up at the same location.

IT IS THE RESPONSIBILITY OF THE REQUESTING ORGANIZATION TO ENSURE THAT THE BANNERS ARE PICKED UP IN A TIMELY MANNER. BANNERS WILL BE HELD FOR UP TO THIRTY- DAYS (30) AFTER THE LAST DISPLAY DATE. AFTER THE THIRTY-DAYS (30) HAVE PASSED, THE BANNER WILL NO LONGER BE THE RESPONSIBILITY OF THE CITY OF YORK AND WILL BE DISCARDED. Please notify the Building Maintenance office by calling 845-9351 to inform them as to when the banner will be picked up.

The City reserves the right to remove a banner from the requested display location and place the banner at another location if the weather or other situations should occur that would prevent the banner from being displayed at the requested location. Fees will not be refunded. The City of York is not responsible for any weather-related damages that may occur to the banner during the display period.